



**Los Angeles County Office of Child Care**  
**Race to the Top-Early Learning Challenge Grant**

**Consultant Opportunity:**  
**Outreach/Technical Assistance Specialist**

Date Released: December 5, 2013

**Introduction:** The Los Angeles County Office of Child Care (OCC) seeks a dynamic individual who will provide outreach and technical assistance to child care programs participating in its Race to the Top-Early Learning Challenge (RTT-ELC) pilot. The RTT-ELC is a voluntary quality rating and improvement system for licensed child care programs caring for children ages birth to five. Through this pilot, the OCC will serve at least 175 child care programs, consisting of both child development centers and family child care homes located throughout Los Angeles County. In addition to issuing quality ratings, RTT-ELC also provides quality improvement support to participating child care programs, such as awarding quality improvement grants, implementing early education trainings and offering on-site coaching (through a partnership with Child Care Resource and Referral agencies). Our RTT-ELC pilot is funded by the California Department of Education, Child Development Division through December 2015.

**Summary of Responsibilities:** Under general supervision of a program manager, the RTT-ELC Outreach/Technical Assistance Specialist provides support services to participating child care programs to help them successfully participate in the RTT-ELC quality rating and improvement system.

**Essential Functions:**

1. Provide technical assistance to child care providers to help them understand and complete RTT-ELC paperwork and participation requirements;
2. Conduct trainings on specialized topics for child care providers;
3. Cultivate relationships with child care providers to support their continued RTT-ELC participation by:
  - a. Tracking and monitoring participation;
  - b. Responding to RTT-ELC inquiries in a timely manner; and
  - c. Providing excellent customer service.
4. Collaborate with the OCC's training coordinator to assign child care programs into cohort groups for professional development activities;
5. Collaborate with quality improvement coaches from local Child Care Resource and Referral Agencies to provide support to RTT-ELC child care programs; and
6. Recruit new child care programs to RTT-ELC as needed.

**Knowledge/Skills Requirements:**

- Knowledge of early education systems
- Basic understanding of the purpose of quality standards in early education and a working knowledge of the CLASS (Classroom Assessment Scoring System) and Environment Rating Scales (FCCERS, ECERS, ITERS)

- Ability to facilitate group trainings/workshops and proficiency in adult learning techniques
- Flexibility and ability to work in a fast-paced, changing environment
- Must possess outstanding interpersonal and communication skills, both orally and in writing
- Excellent time management skills and ability to prioritize tasks
- Strong computer literacy skills and proficiency in Microsoft Office programs (Word, Excel, and PowerPoint)

**Formal Education:** Bachelor of Arts degree in Child Development from an accredited university or institution.

**Preferred Experience:** Three or more years providing coordination, training or support services in early education or in another related field. A Master degree in Child Development will be accepted in lieu of two years of experience.

**Language proficiency required:** English and Spanish

**Compensation and Other Information:** This is a consultant position that will be contracted through June 30, 2014, with a yearly option to renew contingent on need and available funding. Viable applicants must have a driver's license, an operating vehicle for transportation to and from trainings, and car insurance that meets the County's requirements. Compensation is \$40 per hour. Contract for this year may not exceed more than 1,400 hours.

**Application Instructions:** Submit 1) an interest letter; 2) a copy of your resume; and 3) proof of meeting this consulting position's formal education requirement electronically to [hchavez@ceo.lacounty.gov](mailto:hchavez@ceo.lacounty.gov)

**Questions:** Please email questions about this consultant position to Helen Chavez, RTT-ELC Program Manager, at [hchavez@ceo.lacounty.gov](mailto:hchavez@ceo.lacounty.gov).

**Application Deadline:** Monday, December 23, 2013 at 5:00 p.m.